

**Depositor Letterhead**

**Contractor Lien/Assignment Certification**

Date

Contracting Agency Address

Dear (Contracting Agency Contact):

Re: Contractor  
Contract Number  
Payee/Vendor #

This letter is to advise you that to the best of our knowledge we:

- Do or do not (circle one) have any outstanding liens against the company or contract
- Do or do not (circle one) have an assignment against the company or contract
- Enclose copy of the assignment, if applicable

Our company Federal Tax ID number is \_\_\_\_\_.

Sincerely yours,

Vendor Name \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Notary \_\_\_\_\_

\_\_\_\_\_